



## Application for the Addition of a Minor

Students are encouraged to complete one baccalaureate degree with options of enhancing it with internships, study abroad, research, and other enrichment activities. When appropriate, students can progress to earn a graduate degree toward their specific career goals. In cases where a minor will enhance the student's development, the University will review the request and make a decision as to the appropriateness of the minor to the student's educational and career goals and to the extent the request is within the Degree Progression and Completion policy 10-505.

The Degree Progression and Completion policy requires that minors can only be added to a student's degree if both the major and minor can be completed within 4 years and within the Excess Credit Hour (ECHS) threshold. Students must also demonstrate academic success for both the major and minor being requested. The ECHS threshold for most degrees is 132 hours. The minor and major **must** be conferred at the same time.

### Application Checklist:

Please check the box for each item to confirm that you understand the terms and conditions for declaring the minor.

I understand that I must meet all requirements for both the major and the minor and must be certified for graduation by each appropriate College within 4 years of the degree starting date.

I understand that in declaring a minor, I will be charged the Excess Hour Surcharge required by the State if I exceed 132 attempted hours.

I understand that BOTH the major and the minor MUST be awarded at the same time.

I have met sufficient prerequisites or grades in coursework necessary for the major and the minor as recommended by Academic Advisors for both the major and the minor.

I have attached the proposed Academic Plan that has been prepared with my Academic Advisor/s for both the major and the minor.

The completed application must include the proposed Academic Plan and must be signed by the appropriate Academic Advisor/s.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date